

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
CERTIFICATION**

STATE MOTOR VEHICLE COMMUTING CHARGE

TAG# _____ AGENCY CODE _____ PCA CODE _____

VEHICLE ____ / ____ / ____ VIN# ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____
(YR) (MAKE) (MODEL)

ASSIGNED DRIVER _____
Last First Middle

ADDRESS _____
STREET CITY ZIP

SOCIAL SECURITY# ____ / ____ / ____ ROUND TRIP TO HOME ADDRESS _____

NON-EXEMPT VEHICLE

THE ABOVE LISTED VEHICLE IS NON-EXEMPT AND COMMUTE CHARGE IS BASED PROPERLY ON THE INFORMATION ABOVE. ANY EXPENSE SHARED BY RIDERS SHALL NOT EXCEED THE COMMUTE CHARGE.

DRIVER'S SIGNATURE & DATE

UNIT HEAD SIGNATURE & DATE

PRINT NAME OF DRIVER

PRINT NAME OF UNIT HEAD

EXEMPTION REQUEST AND CERTIFICATION

Briefly describe the duties of this position: _____

Exemption claimed:

1 ____ 2 ____ 3 ____ 4 ____

(See reverse side)

Note: only one exemption may be claimed.

I solemnly offer under penalty of perjury that under open and personal knowledge that the contents of this form are true. I agree to make proper notification to the Department of Budget & Management in the event of a change in assignment or experience, which nullifies the accuracy of this certification.

DRIVER'S SIGNATURE & DATE

UNIT HEAD SIGNATURE & DATE

PRINT NAME OF DRIVER

PRINT NAME OF UNIT HEAD

DEPARTMENT OF BUDGET & MANAGEMENT APPROVAL

DATE

The State-owned vehicle and assigned driver listed on the reverse are certified to be exempt from the State Vehicle Commute Charge by reason of the following: (Please provide any additional information noted below)

EXEMPTION 1: Assigned vehicle is not used to commute but remains garaged overnight at the employee's assigned office. Vehicles that are driven by employees from their assigned office to a regional office, branch, or any other type of sub-unit of the State and parked overnight do not qualify under this exemption.

EXEMPTION 2: Vehicle is assigned to an employee whose duties are primarily field assignments and who reports to the designated office on an average of once a week or less as certified by the Agency Head. Employees that are assigned to regional offices, branches, or any other type of sub-unit in lieu of headquarters do not qualify under this exemption.

Describe the employee's usual assignment and normal office visits in accordance with Fleet Policy as shown on the mileage log for 12 previous months:

EXEMPTION 3: Vehicle is assigned to a Law Enforcement Officer. Law Enforcement Officer means one employed full-time in that capacity and is responsible for the prevention or investigation of crime involving injury to persons or property who is authorized to carry firearms (and actually does carry firearms), execute search warrants and make arrests.

EXEMPTION 4: Vehicle is modified and equipped with highly specialized equipment necessary to respond to emergency needs and the assigned driver is subject to emergency call out at times other than scheduled working hours. Examples of vehicle types are bomb disposal trucks, haz-mat response trucks, and traffic signal repair trucks. Vehicles must be specifically designed and used to carry and store the highly specialized emergency equipment. Two-way radios, emergency lights, and other job incidental ancillary equipment do not qualify as highly specialized.

List vehicle type, modifications, and specialized equipment:
